

Board of Commissioners
Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
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HOUSING KITSAP BOARD OF COMMISSIONERS
MAY 2, 2017
MINUTES

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Resident Commissioner Danielle Murphy, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Project Manager of Affordable Housing Mike Brown, Single Family Director Dean Nail, Administrative Support Assistant Tara Owensby, Assistant Director of Finance Kim Seibold.

Absent: Kitsap County Commissioner Robert Gelder, Chief Financial Officer Wendy Dutenhoeffer, REMHP Director Holly Paterson.

1. Called to Order

Chair Wolfe called the meeting to order at 3:15 PM.

2. Public Comment

No public comment.

3. Consent Agenda

Vice Chair Putaansuu moved to approve the Consent Agenda. Commissioner Garrido seconded. Motion carried unanimously.

4. Board Announcements

Vice Chair Putaansuu reported that the Kitsap Regional Coordinating Council (KRCC) meeting on June 6, 2017 was canceled and requested Housing Kitsap (HK) reschedule the Board meeting from 3:15 pm to 10:15 am On June 6, 2017. All in attendance agreed to move the HK meeting to 10:15 am on June 6, 2017.

The Board and staff agreed to cancel the two HK Board meetings in August and add a meeting on July 11, 2017. HK will present an amended 2017 Board Calendar to the Board for approval at the June 6, 2017 Board of Commissioners meeting.

Chair Putaansuu said that the Port Orchard Homeless Committee did not meet recently so there is nothing new to report.

Commissioner Erickson reported that the Poulsbo Housing Group was renamed “The Social Service Committee”. She said that the Nelson House in Poulsbo would be a home for young women who are homeless or at risk of homelessness. The residents will be responsible to maintain the upkeep of the park in lieu of rent.

Commissioner Garrido announced that Homes for All is a group of agencies made up of organizations through the Continuum of Care. The group addresses two types of housing that address homelessness. One type of housing is Boarding Homes and the second type is Tiny Homes. She said that there is a lot of initiative around Tiny Homes right now. Project Share of South Kitsap Churches in Port Orchard, is a build scheduled for May 15, 2017.

Commissioner Garrido said that several other organizations are interested in builds and that there are more builds planned for the near future. Homes for All is under consideration to host a build of 25 homes next year by another organization. Tiny Homes are simple, no bathrooms or kitchens that there will be centralized separate buildings for bathrooms and kitchens.

Stuart announced that Housing and Urban Development (HUD) elected to award HK an award for the Rental Assistance Demonstration (RAD) conversion. Mike Brown reported that this is just the beginning, that HUD will contact HK soon to start the process. All in attendance agreed that this update is exciting and look forward to more information when available. Stuart mentioned that this is a very large process, that there is a lot of information to figure out and staff will update as soon as information becomes available.

5. Committee Reports

A. Work Study meeting

No questions or comments.

6. Action Items

A. Consideration of a motion to approve Resolution 2017-08 authorizing write-off of uncollectible partner loans.

Stuart reported that staff reviewed the resolution and found that there are unanswered questions to be identified, requiring more time to sort the information out before presenting it to the Board for approval.

Resolution will be revisited later to allow staff to further work on the action item.

B. Consideration of a motion to approve Resolution 2017-09 authorizing write-off of uncollectible borrower loans.

Dean said these loans are loans that were serviced in 2015 in part of HK's annual process. Staff have gone through the list of remaining loans and identified one that went through the foreclosure process in 2009. All the remaining loans along with one other that was sold and no longer is in the ownership of the borrower leaving no money that would come back to HK and requested to write off the loans.

Action: Vice Chair Putaansuu moved to approve Resolution 2017-09 authorizing write-off of uncollectible borrower loans. Commissioner Garrido seconded. Motion carried unanimously.

7. Budget Discussion

Stuart identified that Wendy was out of town and not able to make the meeting. Prior to the meeting, Wendy sent an invitation to the Board members, inviting them to follow the budget process on Zoho. Stuart mentioned that currently, the report is minimal and strongly encouraged the Board to sign up to watch the progress in real time.

8. Executive Session

Chair Wolfe adjourned the meeting into Executive Session to consider a real estate issue (RCW 42.30.110 (1)(c)) at 3:40 pm stating it would take no longer than roughly 30 minutes. At approximately 4:17 pm, Chair Wolfe adjourned the Executive Session stating that they discussed price and strategy regarding the Bucklin Hill Rd purchase and the NDGC sale with no further comment.

Commissioner Erickson moved to authorize the Executive Director to execute the proposed Purchase and Sale agreement between the City of Bremerton and Housing Kitsap for Units 1 and 5B of the Norm Dicks Government Center, to authorize the Executive Director to execute minor and non substantive changes to the Purchase and Sale Agreement, and to authorize the Executive Director to execute all of the documents necessary to close the transaction. Commissioner Tollefson seconded. Motion carried unanimously.

Chair Wolfe directed staff to add a copy of the Purchase and Sale Agreement to the record of the meeting and to make it available upon request.

Commissioner Erickson moved to waive the Board Approval Contingency pursuant to Section 3 of Addendum D of the Purchase and Sale Agreement for the property at 2244 Bucklin Hill Rd, to direct the Executive Director to provide a written notice of this action to the Seller, and to authorize the Executive Director to execute all of the documents necessary to close the transaction. Vice Chair Putaansuu seconded. Motion carried unanimously.

Chair Wolfe directed Staff to add a copy of the Purchase and Sale Agreement to the record of the meeting and to make it available upon request.

9. **Adjourn**

With no further business, Chair Wolfe adjourned the meeting at approximately 4:20 pm.

ATTEST:



STUART GROGAN
Executive Director

ATTEST:



TARA OWENSBY
Administrative Support Assistant



Date Approved